

**DEPAUL UNIVERSITY
DEPARTMENTAL REQUEST FOR
SPONSORSHIP OF FOREIGN NATIONAL EMPLOYEE
FOR TEMPORARY NON-IMMIGRANT VISA**

Please provide all the information requested below to confirm your department's support for visa sponsorship. Once the departmental request form has been completed, please return with all requested documents as a package to the Office of the General Counsel. Should you have any questions regarding the information requested, please contact the OGC's immigration attorney.

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Departmental Information

Today's Date: _____

Hiring Department: _____

Department Administrative Contact: _____ Phone: _____

Supervisor/Department Chair of beneficiary: _____ Phone: _____

Dean/VP: _____

Signature of Submitting Chair/Supervisor: _____ Date: _____

Signature of Dean/VP: _____ Date: _____

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Beneficiary Information

Beneficiary (Employee) Name: _____

Employee ID (If any): _____

Proposed/Current Position Title: _____

Proposed Salary: _____

DePaul Employment Start Date: _____ Time in Current Position: _____

This is:

- New DePaul hire? Y N
- Continued DePaul employment? Y N
- Is this a grant-funded position? Y N
- Is this a part-time position? Y N
- Is this a temporary position? Y N
- Is this a Tenure-Track position? Y N

If yes, when will the Beneficiary be eligible for tenure consideration? _____

Will the employee work on a DePaul campus? Y N

If yes, where will the employee be working on campus?

Will the employee work from home? Y N

If yes, then what is the relevant home address?

Country of Citizenship, if known: _____

This person is:

In the United States Y N

Not in the United States Where? _____

Has the Beneficiary ever received a J-1 Visa? Y N

If so, when? _____

**** Please attach the offer letter with the employee's salary. ****



Export Controls Information

The Department of Homeland Security's U.S. Citizenship and Immigration Services (USCIS) requires DePaul to certify that it will comply with U.S. export controls laws governing the disclosure of technology and technical data to visa beneficiaries. Under federal law, the release of controlled technology or technical data to foreign persons in the United States – even by an employer – is deemed to be an export to that person's country or countries of nationality. As a result, DePaul must seek and receive a license from the federal government before it releases controlled technology or technical data to its nonimmigrant workers employed as H-1B beneficiaries.

The licensing requirements described above will affect only a small percentage of beneficiaries because most types of technology are not controlled for export or release to foreign persons. Those types of technology and technical data that are subject to a license generally pertain to the

production, development, or use of “dual-use” items with both civil and military applications, or to defense articles. Further information on controlled technology is available at www.bis.doc.gov/deemedexports, and further information on controlled technical data is available at www.pmdtc.gov.

The questions below are intended to aid the University in completing this required export controls certification. If you have any questions or concerns regarding DePaul’s certification, please contact Shalyn Ganellen in the OGC.

Will the Beneficiary be exposed to technology, including software, or technical data that is **not** “publicly available” or in the “public domain” (i.e. published or available for general purchase or distribution)? **Y** **N**

If yes, please describe the technology and/or the technical data and the Beneficiary’s expected exposure:

Will the Beneficiary be exposed to encryption software that is **not** generally available to the public? **Y** **N**

Will the Beneficiary be involved in conducting research? **Y** **N**
If yes, please describe the type of research:

Will the Beneficiary be exposed to technology or technical data that relates to military defense or that has dual military and civil applications? **Y** **N**

If yes, please describe the technology and/or technical data:



Department Responsibility for Payment of Application Filing Fees

Your department must pay all filing fees associated with this application. Over the course of the process, these fees currently total approximately **\$1,000.00**, but are subject to change at any time. In addition, it may be necessary or advisable to premium process an application (an additional filing fee of **\$2,500.00**) in order to ensure that the employee will have work authorization as of his or her official start date. The Office of the General Counsel will pay these fees on behalf of your department at the time of filing and will then seek reimbursement. Reimbursements are processed once a year, typically in the month of June. Please provide below the appropriate chart field account numbers that the OGC may use to recoup these fees, as well as the name and contact information for your department's Budget Manager.

Chartfield: _____
Budget Manager: _____
Phone: _____
Email Address: _____

*Please return the completed form to:
Shalyn Ganellen
Office of the General Counsel
Loop Campus
T: (312) 362-6372
s.ganellen@depaul.edu*